

<b>Job Title:</b>	<b>Administrative Assistant 1</b>	<b>Job Category:</b>	Executive Service
<b>Department/Group:</b>	Tourist Development/Administration	<b>Job Code:</b>	073121
<b>Location:</b>	Nashville, Tennessee	<b>Travel Required:</b>	No
<b>Minimum Salary:</b>	\$ 2,279.00	<b>Position Type:</b>	Full-time
<b>Anticipated Start Date:</b>	September 1, 2016	<b>Posting Expires:</b>	Once Filled
<b>Resumes Accepted By:</b>			
<b>E-MAIL: (PREFERRED)</b> <a href="mailto:John.carr@tn.gov">John.carr@tn.gov</a> Subject Line: AA1 Position		<b>MAIL:</b> TN Department of Tourist Development 312 Rosa L. Parks Avenue 13 <sup>th</sup> Floor William Snodgrass/ Tennessee Tower Nashville, TN 37243	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Assist with research on department topics as needed</li> <li>• Assist with statistical data collection, and maintaining database of info</li> <li>• Collect leads from various TDTD opportunities, and share those with the appropriate staff as needed.</li> <li>• Help manage department's call center and fulfillment contract and track monthly statistics.</li> <li>• Assist with consumer/public/bulk requests; including collecting the relevant information, gathering materials, packaging/shipping, directing requests to appropriate state personnel, other as needed.</li> <li>• Assist Mailroom Manager on various needs such printing labels for bulk orders, etc.</li> <li>• Maintain office and FedEx mailing supplies, and submit orders as needed.</li> <li>• Answer calls to the TDTD main lines as well as back-up for Commissioner Triplett's office</li> <li>• Represent the department relative to central office space planning, office layout, design, etc.</li> <li>• Assist staff with various needs within reason based on time and prioritization.</li> <li>• Other duties TBD</li> </ul>			
<b>EDUCATION REQUIREMENTS AND QUALIFICATIONS:</b>			
<b>Education and Experience:</b> Graduation from an accredited college or university with a bachelor's degree; qualifying full-time employment with increasingly responsible sub-professional experience or paraprofessional or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.			
<b>Preferred:</b> Strong written and verbal communication skills. Experience with statistical trends, data collection, analysis, etc. Experience with multi-tasking as needed. Proficient in Microsoft Excel. Word, PowerPoint.			

*The State of Tennessee does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.*